



CALVERT COUNTY ETHICS COMMISSION

P.O. Box 1104 Prince Frederick, Maryland 20678

MEETING NOTICE

The Calvert County Ethics Commission (CCEC) conducted an open meeting on *Tuesday, September 20, 2022*, at **4:30pm**, via Zoom.

Open Minutes

Roll Call

Present: Matthew Raymer, Chair
Brian Fairweather, Secretary
Thomas McClarren, Member
Mel Powell, Member
Timothy Cox, Alternate Member
Absent: Sonya Butler, Vice Chair
Staff: Ashley Staples-Reid, Special Projects Program Manager, Office of the County Administrator

General Business & Administrative Matters

1. Call to order – determine quorum
 - i. Determined quorum. Meeting was called to order at 4:34pm
 - i. Timothy Cox as regular member
2. Approve open agenda for September 20, 2022
 - i. Thomas McClarren motioned to amend and approve the agenda to include New Business Item #4: Member Determination of Administrative Duties and a sixth closed session item in accordance with personnel matters [3-305(b)(1)] of the General Provisions Article §3-305 of the Annotated Code of Maryland. Motion seconded by Matthew Raymer. Motion passed unanimously.
3. Review and approve open minutes from August 25, 2022 meeting.
 - i. Matthew Raymer motioned to approve August minutes as presented. Motion seconded by Thomas McClarren. Motion passed unanimously.

New Business

1. State Annual Certification
 - i. Due October 1, 2022. Ashley Staples-Reid to prepare certification to include the newest ordinance that was passed by the Board of County Commissioners earlier in the day, 9/20/2022. Will apply Chairman Raymer's electronic signature upon approval and send to State Ethics Commission.
2. Annual Report to BOCC (FY22)
 - i. Staff (Ashley) will draft report based on commission member guidance for review at an upcoming meeting.
3. FY24 budget request due October 2022
 - i. Thomas McClarren motioned to request the same amount and justification as FY23 (\$22,310) request. Timothy Cox seconded. Motion passed unanimously.
4. Administrative duties delegation
 - i. Determined by consensus that Brian Fairweather, as Secretary, will be responsible for email correspondences and the drafting official correspondences on behalf of the commission will be distributed among all members. Thomas McClarren to respond to any voicemails/calls received.

Old/Unfinished Business

1. Revision to the Ethics Code required by the State Ethics Commission.
 - i. All presented/requested revisions were passed and adopted by the Board of County Commissioners during their 9/20/2022 meeting earlier in the day.
2. 2021 Financial Disclosure Statement (FDS)
 - i. No updates at this time.
3. Ethics Training update
 - i. No updates at this time.
4. Updates to Calvert County Government website
 - i. No updates at this time.

Public Comment

N/A

Recess, subject to Motion of Privilege for Closed Meeting:

Six items closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.

1. Personnel Matters **[3-305(b)(1)]** – the Commission will discuss personnel matters that affect one or more specific individuals over whom this public body has jurisdiction.
2. Pending or potential litigation **[3-305(b)(8)]** – the Commission will discuss with staff, consultants or other individuals about pending or potential litigation.

Motion to adjourn Open Meeting:

Thomas McClarren motioned, Mel Powell seconded. Motion passed unanimously.

Commission ended open session and entered closed session at 5:20pm

Minutes to be adopted at next meeting

Transcribed by: Ashley Staples-Reid, Special Projects Program Manager, County Administrator